

~~RESTRICTED~~

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

20 June 1950

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SUBJECT: Rescission of Paragraph 21 of the Security Regulations,  
dated August 1947.

1. Paragraph 21, pages 11 and 12, of the Security Regulations dated August 1947 is hereby rescinded, and the following instructions substituted therefor:

21. DESTRUCTION OF CLASSIFIED DOCUMENTS

a. The destruction of classified documents must be accomplished in accordance with existing law and regulations. The law provides that government records may not be destroyed without the approval of the Archivist of the United States and the Congress of the United States. Custodians of documents will survey periodically all such material in their possession and, if deemed of no further use, will request their Area Records Officer to review the documents and give directions for appropriate disposition as provided in the CIA regulations on Records Management.

b. TOP SECRET DOCUMENTS, NOT REGISTERED, will be destroyed by burning by the custodian thereof or his designee at the CIA incinerator, in the presence of a witnessing CIA member. The custodian or his designee, and the witness, will remain at the incinerator until all the documents have been burned completely. The appropriate Area, Alternate or Assistant Top Secret Control Officer must be notified of the destruction in order that the proper entries may be made on the Top Secret Log. When a Top Secret document is destroyed, the disposal certificate portion of the Signature Record and Cover Sheet, attached to the document, will be executed. The cover sheet will then be forwarded to the CIA Top Secret Control Officer, through the appropriate Area Top Secret Control Officer. Paragraphs 21. a., h. and i. of this section also must be complied with.

c. SECRET, CONFIDENTIAL AND RESTRICTED DOCUMENTS, NOT REGISTERED, may be destroyed by burning by the custodian thereof or his designee at the CIA incinerator, or such documents may be shredded or torn into small pieces and placed in the classified waste receptacle, for subsequent

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